

Wren Academy Enfield

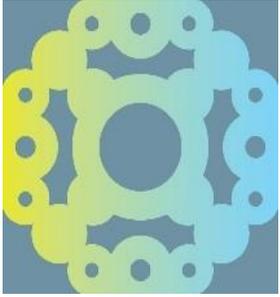


Wren Academies Trust

Wren Academy Enfield

Catering – Head Chef

START DATE: As Soon As Possible



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Introduction to the Wren Academies Trust

Welcome to the Wren Academies Trust. The Trust began with the opening of Wren Academy Finchley in September 2008 which grew to become an all through school of over 1400 students aged between four and 18. It has become one of the most successful schools in the country, as it has gained an excellent reputation for the learning focused education offered to students combined with outstanding academic results. We are delighted to have then been given the opportunity to open our new secondary school, Wren Academy Enfield, which welcomed 184 pioneer students into our inaugural Year 7 in September 2020 and will continue to grow each year until it has over 1200 secondary students.

The Trust is proud of its success; Wren Finchley has received three outstanding Ofsted judgements, two outstanding SIAMs reports and achieved excellent GCSE and A Level results. Wren Enfield is already one of the most oversubscribed schools in Enfield with every sign indicating that it will be equally successful.

Whilst our high-quality lessons and enrichments make Wren schools rewarding places to learn or work in, perhaps the most unusual thing about our Trust is the quality of the relationships you will find within it. Students and pupils like and respect each other and value their opportunities to learn. They get on exceptionally well with staff, as adults and students work together in a productive and trusting atmosphere. Children thrive by being given a high degree of responsibility and this leads to the exceptional behaviour Wren is so well known for.

Student leadership is at the heart of our philosophy with curriculum advisers, lesson observers and interviewers working along with a more traditional student and pupil councils. We believe that Wren students are given unequalled opportunities to learn, to encounter positive life experiences and to excel. Underpinning all of our work with students and staff is our vision which is based on widely recognised moral and social values and informs all aspects of our work. We have built communities which provide an education that enables all pupils and students to thrive. Our aim is that they become lifelong learners reaching their academic and social potential through a commitment to justice, kindness, and humility.

Gavin Smith,
Executive Principal

Welcome from the Catering Manager

Thank you for your interest in this post.

Wren Academy Enfield opened in September 2020 with a first cohort of Year 7 students and has then grown each year with the addition of a new year group. Our oldest students are now in Year 11, and we are planning for the start of GCSEs followed by the creation of an academic Sixth Form offering the full range of A Levels.

This documentation and the more general information on our website should give you a clear understanding of the Academy and our stage of development. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604.

If you decide to apply, please follow this guidance carefully. Your completed application should be submitted through [MyNewTerm.com](https://www.mynewterm.com). Please note applications will be considered as they are received.

Thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application and taking the next steps in the appointment process.

Michelle Perry
MAT Catering Manager



Vision and Ethos

Do justice, love kindness, walk humbly with your God - Micah 6v8

We aim to create an inspirational community of learning rooted in Christian values, providing outstanding educational opportunities and experiences for all students regardless of age, ethnicity, ability and background. We combine our ambitions for students' outstanding academic attainment with an emphasis upon their personal growth as individuals, citizens and active learners. The values and vision which grow from our Christian ethos have helped Wren create a positive and inclusive atmosphere, in which all students and their families are welcomed. We find that having many different faiths in a school and taking faith issues seriously, generates understanding, tolerance and mutual respect in young people.

We are inspired by the Biblical account of the encounter between Jesus and Zacchaeus to build a community and provide an education which enables all students to thrive and reach their full potential. This is done so that our community then has a positive impact on the world motivated by our foundational Bible passage: Do justice, love kindness, walk humbly with our God – Micah 6v8.



We support and challenge each member of our community to experience life in all its fullness.

Catering – Head Chef

Term time: 40 weeks of the year

7.00am – 3.00pm

Salary: £26,000

Start Date: As Soon As Possible

Job Purpose

The current job role will be suited to a head/senior chef looking to move into a management role with support. The Academy has very high standards and expectations and will require a person who is confident in managing a small team. This Academy runs in partnership with another Academy and models the site standards and expectations on each other. Working in close companionship with the exec chef in the sister Academy the chefs will be in close contact on presentation and food offer.

Strict guidance to Allergens and Natasha's law is given and followed. Training is expected to be completed in a timely manner and for this person to keep the team up to date with their training and due diligence. The successful person will be working closely with the MAT Catering Manager who looks after both Academies. The HR, payroll and menus are all done by the Group Manager however input is required to ensure compliance is met. Training will be given to the successful applicant to ensure complete understanding of the role.



Job Responsibilities

Typical chef manager tasks include oversight of food preparation, management of the onsite team

- Ordering
- Due diligence
- Health and safety
- Hygiene – ensuring all compliance is met for the EHO and site standards
- Menu compliance, following recipes and guidance
- Budgeting/working within costings
- Portion control
- Team management
- Stock take
- Stock rotation
- Functions – these are incorporated into the salary (after 5pm will be paid overtime)
- Inset days are included in the salary
- Annual training to ensure full compliance for EHO
- Ordering for holidays, to work ½ day in half term, summer and Christmas term to bring in orders for the start of the terms (this is incorporated into the annual salary)

Reporting

The chef will report to MAT Catering Manager.

Hours of Work

7.00am – 3.00pm

Working 40 weeks per annum (term time only)

Supervision

As this is an Academy you will be required:

- To act in a responsible manner towards the students at all times.
- To be responsible, with other team members, for ensuring that equipment is properly used, maintained and stored (ie knives) and for reporting any worn or damaged materials to the head chef.
- To ensure that the safeguarding policy is followed at all times.

Behaviour

- To maintain an acceptable standard of conduct and discipline amongst pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Head Chef, or the nominated person deputising for the Head Chef.

Development

- To attend meetings as appropriate.
- To undertake any other reasonable duties as directed by the Head Chef. This job description will be reviewed on an annual basis as part of the Performance Appraisal Programme.

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, behaviour management reporting all concerns to an appropriate person.
- Contribute to the overall ethos of the School.
- To attend appropriate training to continually develop the catering facilities and their own professional skills.
- Any other duties that may be reasonably required within the grade and scope of the role.

Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's uniform code within the catering department and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.

Other Specific Duties

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.
- On occasions you may be asked to work some school events, such as: Parents evening, Governors/Directors functions, with occasional overtime as and when required.

This Job Description is current at the date shown but, in consultation with you, may be changed by the group manager, to reflect or anticipate changes in the job commensurate with the salary and job title.



Person Specification

Essential Professional Skills and Experience

- NVQ 1 and 2
- Allergens training
- Health and food hygiene Level 2
- Experience of working within a catering department as a chef for a minimum of 3 years
- Ability to work on own initiative
- Ability to work with guidance, but under limited supervision
- Liaise and communicate effectively with others
- Demonstrate good organisational skills
- Possess good verbal communication skills
- Knowledge of safeguarding children
- Enthusiasm and a positive outlook
- The ability to work independently and collaboratively as a member of a team
- Flexibility



- Creativity in problem solving together with a willingness to take on or try new approaches and ideas
- A positive attitude towards professional development and their own learning
- Reliability and integrity
- Good personal organisation
- Good attendance and punctuality record
- Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy

Desirable Skills and Experience

- City and guilds 706 1 & 706 2
- Attended Safeguarding courses
- Health and hygiene Level 3
- Head Chef/Sous Chef experience
- Experience in the essential tasks
- Ability to work under pressure
- Sense of humour



How to Apply

Application deadline

Completed application will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please complete your application through [MyNewTerm](#). Please note, CVs are not accepted.

Visits

Visits to the academy are welcome. Appointments can be arranged by emailing recruitment@wrenacademiestrust.org or by calling the Academy on 020 3150 4604.

Selection process

The selection process may have a combination of tasks, activities, lesson observations and panel interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Referees should be warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

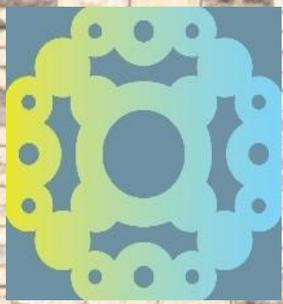
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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